

Nomination Form
Customer Service Excellence Award
Bureau of Land Management

Please submit your nomination as directed in the IB under the section **Submission of Nominations**.

NAME OF EMPLOYEE, TEAM, ORGANIZATIONAL UNIT, OR CONTRACTOR TO BE RECOGNIZED: _____

OFFICE LOCATION: _____

ADDRESS: _____

NOMINATED BY: _____ **PHONE:** _____

Justification: In one page or less, please describe why the employee, team, organizational unit, or contractor named above should be recognized. For example, how have customer service and customer satisfaction levels been improved? How have customers been engaged in the process? What are the benefits and outcomes of the improvement? Please attach the justification to this nomination form.

Signed: _____
(Nominating Individual)

Date: _____

Approved: _____
(Nominee's Supervisor)

Date: _____

*(Contractor's Supervisor)

Date: _____

*(Local BLM Contracting Officer)

Date: _____

* If a contractor is being nominated, the above signatures must be obtained before submitting the nomination.